

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

---

**JOB TITLE** Legal Administrative Specialist II

**JOB CLASSIFICATION** Legal Administrative Specialist II

**DOT TITLE** Legal Secretary (clerical)

**DOT NUMBER** 201.362-010

**DEPARTMENT** Judicial Administration

**DIVISION** Case Flow and Data Administration

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 38

**CONTACT'S NAME & TITLE** Sheila Martin, Judicial Services Supervisor II

**CONTACT'S PHONE** (206) 296-7867

### ADDRESS OF WORKSITE

516 3<sup>rd</sup> Ave. Rm. E609  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 1/17/02

**VRC NAME** Jeff Casem

**DATE REVISED** 04/30/07

**DATE REVIEWED** 6/6/08

### WORK HOURS

7:30-4:30 or 8:00-5:00, Monday through Friday.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Required up to 4-5 hours per week, based upon business demand.

### JOB DESCRIPTION

Performs a variety of technical clerical support services which includes providing specialized, technical or program-specific information; interviewing internal and external customers to establish services needed; establishing and maintaining data; and composing, drafting and editing documents such as correspondence, contracts and legal documents.

### ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.

6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

High school diploma or equivalent, demonstrated knowledge of court procedures and legal terminology. Must have proficiency in Microsoft Word, Access and Excel. Must have excellent customer service skills including effective listening and problem solving and ability to deal courteously, professionally and tactfully with the public. Must have the ability to prioritize workload, perform multiple tasks simultaneously, type 60 words per minutes or data entry experience, knowledge or experience using scanning equipment, ability to work in a team environment, 2-years experience in a similar position or equivalent education and experience. Must have the ability to multitask including using multiple software programs at once. The employee must not have felony convictions in the last seven years.

### **ESSENTIAL FUNCTIONS**

1. Provide specialized and/or technical program-specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person. Some incumbents may have to deal with sensitive and/or potentially volatile situations.
2. Establish, maintain, code, modify, track and/or retrieve information and compile data that may require information searches through legal files, contracts record, microfilm or computer files including customized database applications; enter, obtain and/or verify information obtained from legal documents following established clearly defined methods and court rules.
3. Interpret intent of legal documents and process timely pursuant to RCW's, court rules and department procedures.
4. Independently determine the effect of documents on case flow management and accurately record the information into a statewide computer database.
5. Determine appropriate workflow and process electronic images of legal documents.
6. Create programs with multiple software products to reduce keyboard strokes and increase efficiency.
7. Perform production typing and data entry of large volume of documents with high speed and accuracy.
8. Answer public inquiries and provide available assistance pursuant to court rules and department policy.
9. Interview internal and/or external customers, clients and other legal staff to establish program-specific documentation and/or identify services needed.
10. Perform light to moderate numerical calculations.
11. Maintain, inventory, order, collect and distribute supplies and/or equipment.
12. Compose, draft, type and/or word process, proofread and edit legal documents, contracts and/or correspondence to ensure conformity to the appropriate use of the English language and established procedures.
13. Accurately process mail or legal documents/legal files in a timely manner to meet court mandated deadlines; select mail to handle personally where the response requires a specialized knowledge of the assigned function; identify priority and/or time sensitive-matters; and maintain security and confidentiality.
14. May be assigned the orientation and/or training of co-workers.

15. May modify and update desk procedures that relate to assigned work.
16. May schedule meetings and maintain calendars for supervisor and/or organizational unit/program.
17. Maintain, prepare and process documents, which involves knowledge of legal and regulatory requirements, proper format and content of documents and records.
18. Provide customer service at the front counter.
19. Stamps documents and then sorts the documents by placing them in to mail bins at various heights.

## **NON-ESSENTIAL FUNCTIONS**

Lifting over 25 pounds.

## **OTHER TOOLS & EQUIPMENT USED**

Computer, scanner, telephone, time stamp, documents, files, stapler, staple remover, rubber stamps, fax machine, cart, shredder, electronic documents, various court databases, court seal and copy machine.

## **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

## **This job is classified as**

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

### **Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted surfaces for up to 60 minutes at a time for up to 6.0 hours total in a work shift. Most commonly occurs while filing or examining the contents of files, using the copy machine and sorting documents as well as when providing customer service at the front counter.

### **Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted surfaces for distances of up to 215 feet for up to 15 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while obtaining files and documents.

### **Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on an office chair or stool for up to 2 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while performing data entry and providing customer service at

the front counter as well as performing computer related duties such as using electronic court records programs.

**Bending neck up**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for up to 5 seconds at a time for up to 1.0 hours total in a work shift. Most commonly occurs while looking for items on upper shelves on in overhead bins.

**Bending neck down**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 15 minutes at a time for up to 4.0 hours total in a work shift. Most commonly occurs while using hard copies for data entry, sorting documents and reviewing documents.

**Bending/Stooping**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally on flat, carpeted surfaces for up to 2 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while reviewing files, picking up files, sorting documents, placing/removing items on low shelves or performing filing duties.

**Reaching above shoulder height**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for up to 5 seconds at a time for up to 3.0 hours total in a work shift while reaching for files, documents or papers on upper shelves or in upper bins.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while reaching for papers, files, desk drawers, telephone, books, and papers as well as when sorting documents. The worker also extends the arms while performing computer-related duties.

**Reaching at knee to waist height**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for 3 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while reaching for papers, files, and desk drawers as well as when sorting and placing documents in to lower bins.

**Reaching at floor to knee height**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while reaching for papers, files, and desk drawers.

**Lifting 1-25 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for 1 minute at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 5 pounds while picking up files and papers. The heaviest would be lifting a box of files or papers.

**Carrying 1-25- pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for distances of up to 80 feet for up to 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 5 pounds while transporting files to and from the work area. The heaviest would be moving a box of papers or files up to 25 pounds. Most commonly occurs once a week.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 10 minutes at a time with a force of up to 25 pounds for up to 40 minutes total in a work shift while opening and closing desk drawers as well as when using a cart to collect and deliver documents.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 3 minutes at a time for up to 1.5 hours total in a work shift while using a stapler, picking up books, using a seal, manipulating binder clips, tape dispenser, papers, and files.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 2 hours at a time for up to 6 hours total in a work shift using the copy machine and using the computer mouse.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while counting papers, using a staple remover, writing, performing data entry, sorting documents, using the computer mouse and dialing numbers on the telephone. Amount of fingering may vary between hands due to hand dominance and workstation configuration.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift while conversing with co-workers, superiors, customers at the front counter and talking on the telephone.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while conversing with co-workers, customers at the front counter and superiors as well as when talking on the telephone.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift using a personal computer and reviewing electronic documents (saved in visual format).

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting with close proximity to other workers and cubicles. The employee also provides customer service to the general public, which can include potentially hostile persons, at the front counter.

**The noise level is**

Approximately 50 decibels. The noise is caused by office sounds.

HCP Initials if Restricted

--

**Work environment may include the following exposure(s):**

Fumes: Rare

Odors: Occasionally

Dusts: Paper dust-often, very common

HCP Initials if Restricted


KING COUNTY JOB ANALYSIS COMPLETED ON: 2/24/04  
JOB TITLE: Legal Administrative Specialist II  
EMPLOYEE:

DOT #: 201.362-010  
CLAIM #

Moving mechanical parts: Rare  
Vibration: Regular use of electronic file stamp


### **POTENTIAL MODIFICATIONS TO JOB**

Variation of tasks may help reduce the amount of continuous finger and hand movements.

Use of an electric stapler.

Use of padding on stamp handles.

Use of padding in standing area.

A document holder can be utilized to reduce bending the neck down.

A telephone headset can be used to reduce handling and promote proper posture when talking on the telephone.

## SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

---

Printed name & title of VRC evaluator

---

Signature of VRC evaluator

---

Date

---

Printed name & title of contact

---

Signature of contact

---

Date

---

Printed name & title of employee

---

Signature of employee

---

Date

### HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
- ☐ The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is: \_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_
- ☐ The employee is released to perform the described job with the following modifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_
- ☐ The employee is not released to perform the described duties due to the following job functions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ☐ Temporary until \_\_\_\_\_ ☐ Permanent effective \_\_\_\_\_
- ☐ The employee is unable to work in any capacity.  
A release to work is: ☐ anticipated by \_\_\_\_\_ ☐ Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date